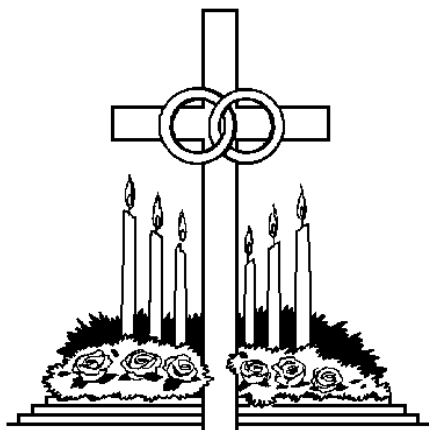


# *Wedding Handbook*



**Church of the Master United Methodist  
24 N. Grove St.  
Westerville, Ohio 43081  
882-2153**

**chmaster.org  
office@chmaster.org**



## PERSONS HELPING WITH WEDDING

### PASTOR

Dr. Todd Anderson

24 N. Grove St.

Westerville, OH 43081

(614) 882-2153

### CHURCH ORGANIST

24 N. Grove St.

Westerville, OH 43081

(614) 882-2153

### WEDDING HOSTESS COORDINATOR

Mrs. Barbara Hinton, director

903 Prince William Lane

Westerville, OH 43081

(614) 891-7814

### CHURCH OFFICE

Mrs. Michele Beach, Administrative Secretary

24 N. Grove St.

Westerville, OH 43081

(614) 882-2153

Mrs. Valerie Serfozo, Financial Secretary

24 N. Grove St

Westerville, OH 43081

(614) 882-2153

## FEES

### Member

Wedding Support:	\$450
Organist -	\$200*
Marriage Inventory	\$35
Bulletins Printed	\$25* (up to 250 bulletins)

### Nonmember

Sanctuary Use	\$200
Chapel Use	\$75*
Wedding Support	\$450
Organist	\$200*
Marriage Inventory	\$35
Minister Honorarium	\$150
Co-Officiating Honorarium	\$50*
Bulletins Printed	\$25* (up to 250 bulletins)

Check or Cash payment of all fees is due to the church office 10 days prior to the Wedding.

\* = optional

NOTE: You must be a member at least 6 months prior to scheduling your wedding to receive member rates. Family members of existing members can only use member rates if they are immediate family members (i.e.—father—daughter).

# **SUGGESTIONS FOR PLANNING WEDDINGS**

## **Approved by the Administrative Board and the Board of Trustees**

We are happy that you have chosen to be married at Church of the Master and want to plan with you a wedding service as meaningful as possible.

The marriage service is sacred and personal. God is the creator of life and love. We pray God's blessing upon you as you take the vows of love and become husband and wife.

We have tried to include necessary information in this booklet. Please read it carefully. If there are questions not answered in these pages, you are urged to call the wedding hostess.



*With this ring...*

## RESERVING THE CHURCH

The bride (or her family) usually takes the initiative in making plans for the use of the church. The building houses many activities, so to avoid conflicts, the reservations for the wedding and the rehearsal should be made no later than two months in advance. Dates must be cleared through the church secretary, but cannot be finalized until the pastor is contacted. It is required to send a \$50 deposit to the church to secure the wedding date. The deposit is applied to the fees incurred for the wedding. Also, if a couple fails to meet for a counseling session without notifying the pastor in advance, the \$50 deposit will be forfeited.

## BRIDE'S ROOM

The church nursery is generally used as the dressing room for the bride and her attendants. Parties are cautioned not to leave valuables there, for the room cannot be locked and the church cannot accept responsibility for gown, gifts or money left there. We suggest you ask a friend (not a member of the wedding party) to care for packing up all articles and wedding gifts, putting them in the cars, and cleaning up the changing room after the wedding. The church is not responsible for items left by the wedding party. These items will be discarded one week following your wedding.

## MARRIAGE PREPARATION

The pastor of Church of the Master is the celebrant of the marriage. Other pastors may be invited to participate/assist in the wedding upon invitation of the Pastor of Church of the Master. The pastor will hold several premarital preparation sessions with you well in advance of the wedding. These sessions are intended to explore your readiness for marriage and to facilitate your preparation for marriage in the Christian context. A fee of \$35 is required to complete the Marriage Inventory by the couple and the pastor. The wedding date and plans are not confirmed until after the first sessions with the pastor. It is the responsibility of the bride and/or groom to schedule these sessions.

At the time of these conferences, details about the wedding service will be discussed. The sessions are also designed to afford the pastor and the couple an opportunity to explore, in an informal atmosphere, significant facets of Christian marriage. Do not hesitate to ask questions and to express your opinion to the pastor. It is the pastor's desire that your wedding be one of the most significant moments in your life and that your life together be rich in the joy of mutual fulfillment.

The pastor is always available for counseling after the wedding. Should any difficulties arise which you feel should be discussed, do not hesitate to call your pastor.



## MUSIC

The organist and pastor are here to help you choose music which enhances the sacredness of the service and meets your needs. The organist will gladly assist you by offering suggestions and playing musical selections from which to choose. The pastor will also assist in suggesting ways in which the music may be used in keeping with the sacred nature of the ceremony. The pastor has the last word on what music can be used. The use of CD's and cassette tapes is very limited and needs approval of the pastor one week before the ceremony.

## ORGANIST

It is our standard policy to provide our regular organist for weddings at the church. The organist will be available to meet with you and discuss your musical selections. If the desire to have another organist arises, this needs to be brought to the attention of the regular organist and the pastor for approval.

## VOCALIST

If you are considering using a vocalist for your service, contact the organist to discuss possible solo repertoire. It will be necessary for the organist and vocalist to rehearse. Rehearsal for the organist will be negotiable between the bride and the organist.

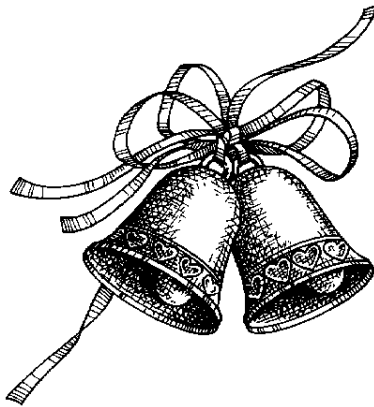
## FLORIST

The placing of flowers and decorations in the church and chancel must be carefully done. The altar cross, candlesticks and candelabra are to be handled with great care. Floral arrangements are not to obscure the altar cross. The altar cross may not be removed and the light on the cross is always on.

Fire laws prohibit open flame other than in the chancel area. Pew candles must be protected by glass globes or chimneys. Properties belonging to the florist shall be removed immediately following the ceremony. Please, NO transparent tape - it damages surfaces when removed. If an aisle runner is desired, this may be rented from your florist. The center aisle of the church is 50 feet long from the front steps to the back of the last pew.

## CANDLES

If a unity candle is desired, it is the responsibility of the bride to provide it along with the holders and candles that can be used on either side of the unity candle if needed. The kneeling bench, if used, is to be left unadorned.



## DECORATIONS

If you desire the use of the Wedding Paraments, or need the front of the church re-arranged for your wedding. This must be discussed with the pastor and wedding hostess at least one month prior to your wedding. Many of the paraments and pieces in the front of the church are heavy and delicate and need to be moved by church personnel.

## WEDDING HOSTESS

It is a special service and church policy of Church of the Master to provide the help of a wedding hostess. The hostess is a member of the church who is familiar with the facilities and the wedding service and serves as the pastor's assistant.

The wedding hostess will contact the bride approximately one month before the wedding date concerning details. (She will make arrangements for you to see the sanctuary and dressing room and discuss various ways of conducting the service.)

On the day of the wedding, your wedding hostess will arrive one hour prior to the wedding to see that everything is ready, review procedures with all participants, make sure each person has the appropriate flowers, take care of emergencies, keep track of time, see that the wedding party enters at the proper time, and help form the receiving line (if at the church).

## PHOTOGRAPHY

The wedding ceremony is a worship service. We ask your cooperation and the cooperation of your photographer in making it a sacred occasion consistent with the religious character of Holy Matrimony.

A picture may be taken as the bride and her escort (usually her father) enter the sanctuary and one as the bride and groom recess. Still pictures of the ceremony, without the use of flashbulbs or floodlights, may be taken from the balcony during the ceremony, provided the guests are not disturbed and the sacredness of the service is upheld. Wedding participants and guests are not permitted to use photographic equipment during the ceremony.

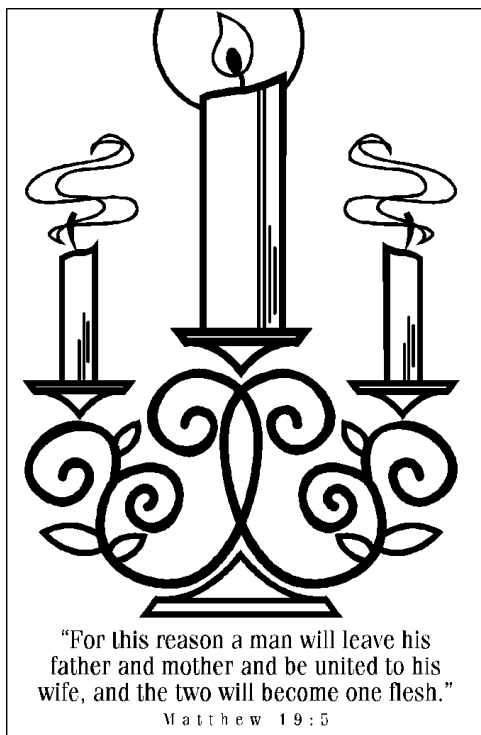
Wedding pictures may be taken before and after the ceremony as desired. For pictures taken after the ceremony, it is suggested that the bride and groom plan their departure, drive around for a few minutes, then return to the sanctuary for pictures while guests are on their way to the reception.

We want the photographer to understand that these guidelines are necessary to assure the dignity of the wedding. Please discuss this with the photographer.

Video taping may be used during the ceremony in a way not to be disturbing to the guests and participants. Video taping is usually done from the North Balcony. Please consult the officiating pastor for further details.

## WEDDING REHEARSAL

The wedding rehearsal is usually held the evening before the wedding and normally requires one hour. The couple need to bring the wedding license to the rehearsal and give it to the pastor. It is a time when the entire wedding party can become familiar with the wedding service itself. At the rehearsal everything will be done just as at the wedding. It is very important that the following people attend the rehearsal: bride, groom, best man, maid or matron of honor, ushers, bridesmaids, ring bearer and flower girl (if part of the wedding), parents of both the bride and groom. It is urged that all members of the wedding party be prompt for the wedding rehearsal. The wedding hostess will be in attendance to see that everything goes as smoothly as possible.



## SOUND SYSTEM

If desired, a church sound system coordinator can be provided. The coordinator will control the microphones and speakers. These fees are listed on the last page. It is recommended that the sound system be used when you expect 24 guests or more, since in a large sanctuary it is difficult to hear without its use.

## WEDDING BULLETINS

Wedding bulletins may be used. The pastor will tell you where you can select and purchase bulletins. The cost will be \$25 if the bulletins are printed in our office from a hard copy provided by the bride and groom.. Cost may be less if you take the bulletins to a printing or copy service

## PARKING

Parking is available in the church parking lot east of the church building and on street parking. Using the Otterbein College lots is at your own risk. If a member of the wedding party is going to leave a vehicle in the parking lot over-night, the make, model, color and license number needs to be given to the hostess. If this information is not given, the car could be towed at the owner's expense.

## RECEIVING LINE

Traditionally the mother of the bride is first in line. Next to her stand the father of the groom, then the groom's mother and the bride's father. The bride is next, then the groom, maid or matron of honor, then the bridesmaids. Ushers generally do not stand in the receiving line.

Suggested order for Receiving Line:

Bride's	Groom's	Groom's	Bride's			Maid	
						of	Brides
<u>Mother</u>	<u>Father</u>	<u>Mother</u>	<u>Father</u>	<u>Bride</u>	<u>Groom</u>	<u>Honor</u>	<u>Maids</u>

## POST WEDDING CELEBRATION

As the bride and groom leave the church it is traditional to send them off with good wishes. These come in the form of flower petals, bubbles, balloons, or birdseed. It is the policy of the church that there be NO throwing or dispensing of any kind inside the church building. In the case of birdseed or balloons, we ask that they be used only in moderation, as environmental issues question the use of any of them. Flower petals are a beautiful and natural alternative to consider. Your florist will be happy to supply them or you can collect them from your own garden. **Rice is not allowed to be used.**

## GENERAL GUIDELINES

It is the obligation of the bride and groom to make certain that these guidelines are made known to the members of the wedding party prior to the wedding:

It is expected that members of the wedding party will conduct themselves within the church building in accordance with respect shown all sacred institutions.

No alcoholic beverages may be served or other controlled substances used on the church premises at any time. Smoking is not permitted anywhere in the building at any time.

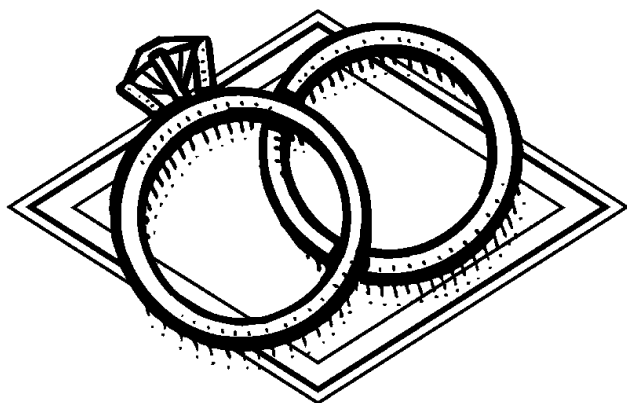


## SUGGESTED SCRIPTURE LESSONS

Genesis 1:26-28,31a	Creation of man and woman
Song of Solomon 2:10-14, 16a; 8:6-7	Love is strong as death.
Isaiah 43:1-7	You are precious in God's eyes.
Isaiah 55:10-13	You shall go out in joy.
Isaiah 61:10-62:3	Rejoice in the Lord
Isaiah 63:7-9	The steadfast love of the Lord
Romans 12:1-2, 9-18	The life of a Christian
1 Corinthians 13	The greatest of these is love.
2 Corinthians 5:14-17	In Christ we are a new creation.
Ephesians 2:4-10	God's love for us
Ephesians 4:1-6	Called to the one hope
Ephesians 4:25-5:2	Members one of another
Philippians 2:1-2	The Christlike spirit
Philippians 4:4-9	Rejoice in the Lord
Colossians 3:12-17	Live in love and thanksgiving.
1 John 3:18-24	Love one another
1 John 4:7-16	God is love.
Revelation 19:1, 5-9a	The wedding feast of the Lamb
Matthew 5:1-10	The Beatitudes
Matthew 7:21, 24-27	A house built upon a rock
Matthew 22:35-40	Love, the greatest commandment
Mark 2:18-22	Joy in Christ as at a wedding
Mark 10:42-45	True greatness
John 2:1-11	The marriage feast of Cana
John 15:9-17	Remain in Christ's love

## SUGGESTED PSALMS AND CANTICLE

23	UMH 128, 136-38, 518, 754	The Lord is my shepherd.
33	UMH 767	Rejoice in the Lord
34	UMH 769	I will bless the Lord.
37	UMH 772	Trust in the Lord and do good.
67	UMH 791	May God be gracious to us
100	UMH 74, 75, 821	Make a joyful noise to the Lord.
103	UMH 139, 824	Bless the Lord, O my soul.
112	UMH 833	Happy are those who fear the Lord.
145	UMH 857	The Lord is gracious.
148	UMH 861	Praise the Lord from the heav- ens.
150	UMH 96, 139, 862	Praise the Lord
Canticle of Love	UMH 646	Two shall become one in love.



SUGGESTED HYMNS FROM UMH

642 As Man and Woman  
We Were Made

645 O Perfect Love

451 Be Thou My Vision

408 The Gift of Love

158 Come, Christians, Join  
to Sing

138 The King of Love My Shep-  
herd Is

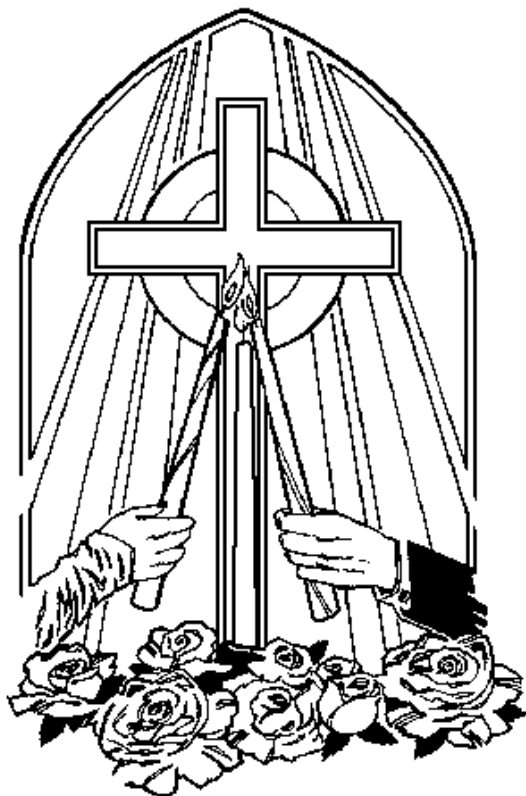
164 Come, My Way, My  
Truth, My Life

643 When Love Is Found

695 O Lord, May Church  
and Home Combine

549 Where Charity and Love Pre-  
vail

647 Your Love, O God, Has Called  
Us Here



An \$85 deposit is required within two weeks of initial contact to have your chosen wedding date reserved on the church calendar. The \$50 deposit will be applied to the charge for use of the sanctuary or other miscellaneous charges and \$35 is required for the marriage inventory.

Send your check to: Church of the Master U.M.C.  
24 North Grove St.  
Westerville, Ohio 43081

*Please return this form along with your check.*

Bride's name \_\_\_\_\_

Bride's address \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Groom's name \_\_\_\_\_

Groom's address \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Wedding Date and Time \_\_\_\_\_

Rehearsal Date and Time \_\_\_\_\_

Contact email: \_\_\_\_\_



For this reason  
a man will leave  
his father and mother  
and be united to  
his wife...

Genesis 2:24

